



DEPARTMENT OF BUILDING SURVEYING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA

PROCESS OF BUILDING PLAN APPROVAL
(HOUSING SCHEME)

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DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT
DECEMBER 2012 – MARCH 2013

CHAPTER 1

INTRODUCTION

1.1 DEDICATION

All praise is to Allah, the Lord of the Worlds. Thank God I can go further for training practical about four months in Klang Municipal Council from June 10, 2013 until September 28, 2013.

First of all I would like to thank the staff of the Klang Municipal Council on their trusted and cooperation to me during my industrial training. Do not forget to thank the department UiTM Seri Iskandar especially my supervisor, Mr. Nuramin b. Mohd Radzuan who has given some guidance and tutoring, and has helped a lot during my training.

Thanks to my parents and family who have always supported me in overcoming this laborious training and also for friends who had assisted in the provision of practical work. To all who are involved either directly or indirectly in helping me throughout the training industry, I want to thank you.

1.2 INTRODUCTION

The training aims to provide exposure and an introduction to the student the in various aspects in the field of building surveying and its role in society.

The basic objectives of this exercise are as follows:

1. To enable students to see and participate in practices other than educational theory learned in the classroom. This will also give them an early opportunity to use and practice their own knowledge and judgment in performing their duties.
2. To knowledge through direct involvement in various aspects such as planning concept, design, construction, approval of plans, issuance of certificate administration occupied and projects.
3. As it is known that the survey buildings are not often based on office work but engaging websites related to work in any site inspection work carried out to ensure it is in accordance with the conditions specified.
4. Expose students to the organizational structure of the department or firm and recognize the role of specific positions in the organization.
5. This training also provides an opportunity to train students to write technical reports complete. Their report writing course will be training essential for their future careers.
6. Other than that, students can expand their knowledge and learn coupled with the experiences of the staff that have extensive experience in the relevant field

1.3 THE IMPORTANCE OF PRACTICAL TRAINING

Students should continue to rebuild their expertise and are able to apply their theoretical knowledge in actual work. It is important to promote student learning and the integration of theoretical knowledge in practice in higher education. One of these ways is to pay more attention to practical knowledge in the theory. The purpose of this study is to evaluate the importance of practical training early as a test for the level of knowledge on campus and in the knowledge of lecturers.

With the existence of practical training, lectures can test and evaluate the performance of the student's assessment. Practical training is very useful for the Students to get to know more closely the real atmosphere of the working environment for a field course.

If all this time we only learn from attending Lectures given by University Professors, so the chance that's was given the practical training during should be used as effectively as possible. This exercise also students the opportunity to assess the capability of carrying out the tasks assigned.

1.4 SUMMARY OF PRACTICAL TRAINING ACTIVITIES

Activities that I do during the practical training is 'Observation work' in housing schemes in the area Klang, plan housing schemes are prepared by the architect and submitted to the Majlis Perbandaran Klang for approval before submission to the contractor for the provision of the contractors do their work.

I also follow a technician to visit the site when checking work undertaken, visiting construction sites to see the flow of work on-site construction. I was also helping the staff in the office do the work related office work.

**CHAPTER 2:
BACKGROUND OF
MAJLIS
PERBANDARAN
KLANG (MPK)**

2.1 BACKGROUND OF MAJLIS PERBANDARAN KLANG (MPK)



Figure 2.1.1: Majlis Perbandaran Klang (MPK)

Klang Local Authorities was established in May 1890 that known as Lembaga Kesihatan Klang to administer the town of Klang. Official border set in 1895 while in 1926 the area was merged with Port Swettenham and in December 1945 was transformed as Lembaga Bandaran Klang.

Changes in the next administration occurs when the formation of the Majlis Perbandaran Klang in 1954. Klang are state of this administration in developing this rapidly until 1971 When Port Klang, Kapar and Meru were incorporated into the Klang District Council.

Local Government Act 1976 (Act 171) with the compilation of all Local Authorities, Majlis Daerah Klang has upgraded the existing of Majlis Perbandaran Klang (MPK) on January 1, 1977.

Majlis Perbandaran Klang is the enforcement of the Local Government Act 1976 (Act 171) and the reorganisation of all local authorities, headquarters of Majlis Perbandaran Klang is located at Majlis Perbandaran Klang Bangunan Sultan Alam Shah, Jalan Perbandaran 41675 Klang, Selangor Darul Ehsan. There have a lots branch, spot places of Training Practical Student for Building Survey at

YEARS	YEARS OF AUTHORITIES
1890	Lembaga Kesihatan Klang
1945	Lembaga Bandaran klang
1954	Lembaga Bandaran Klang
1975	Majlis Daerah Klang
1977	Majlis Perbandaran Klang

Table 2.1.1: Years of Authorities

2.2 KEY PLAN & LOCATION PLAN

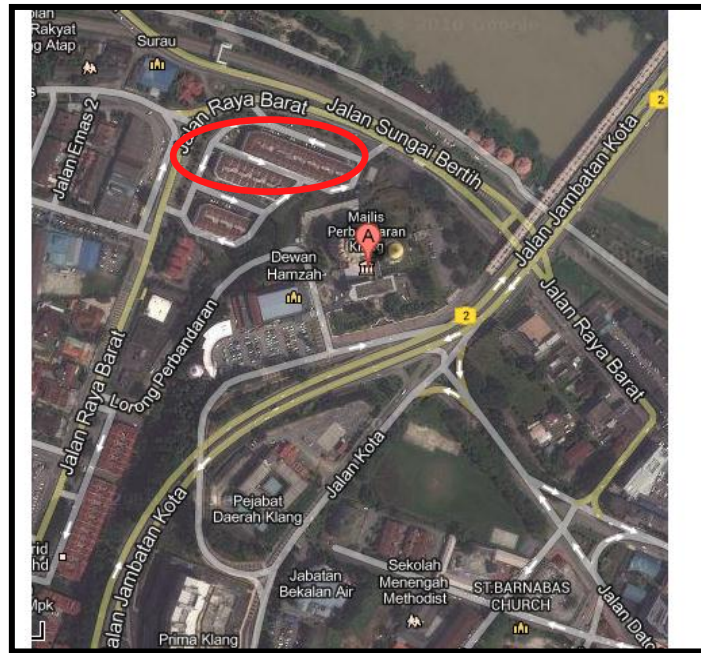


Figure 2.2.1: Located Majlis Perbandaran Klang (MPK)

Building Department are located at Aras 2, Pusat Perniagaan Raya Barat, Jalan Raya Barat, 41000 Klang, Selangor Darul Ehsan. Majlis Perbandaran Klang fully is Local Authorities (Pihak Berkuasa Tempatan).



Figure 2.2.2: Location Plan

2.3 MAJLIS PERBANDARAN KLANG (MPK) LOGO, MISION, VISSION AND GOAL



Figure 2.3.1: Logo of Majlis Perbandaran Klang (MPK)

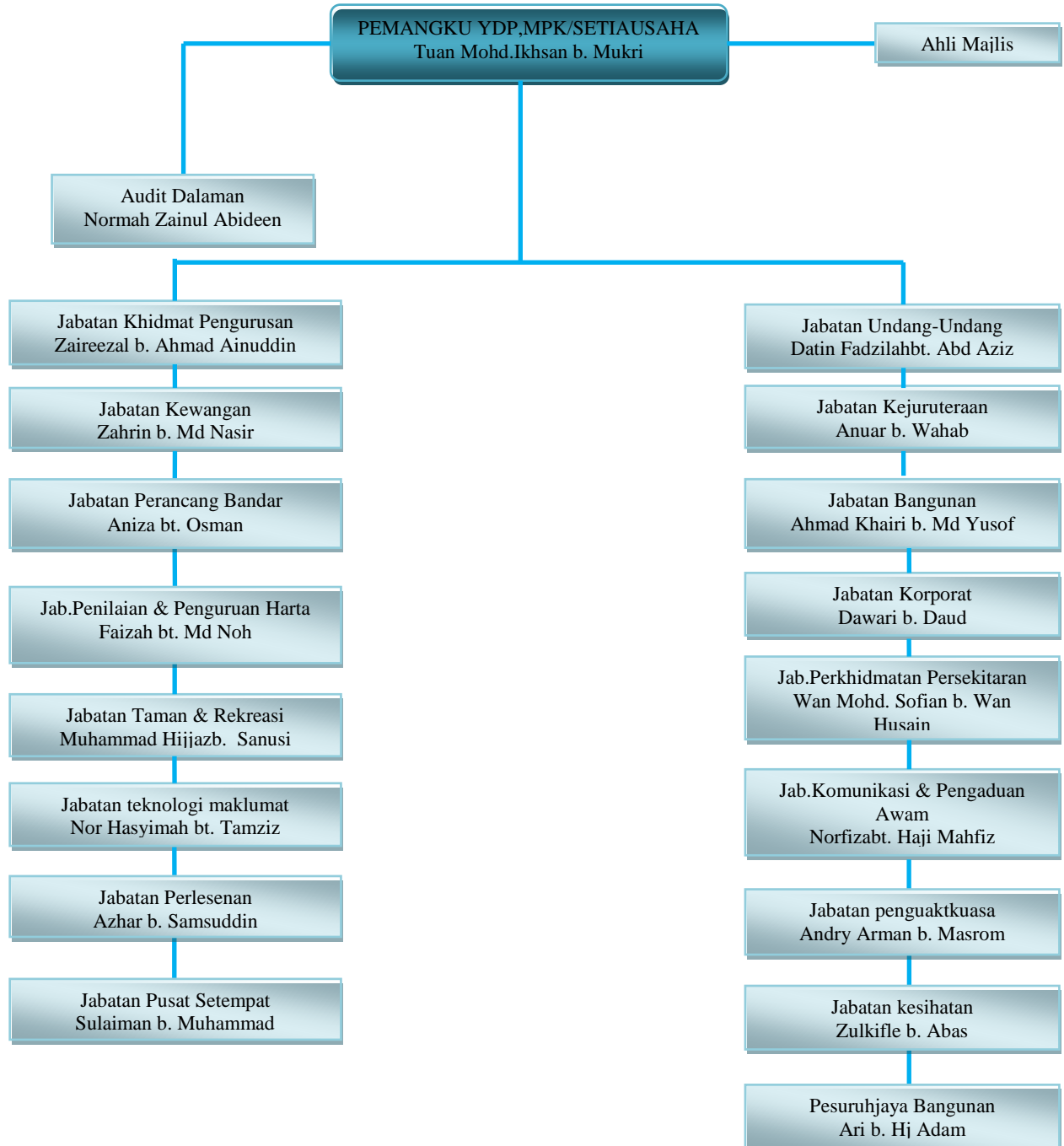
Vision	Towards creating a distinction cities in Malaysia 2015.
Mission	Planning and controlling the development of sustainable and quality urban services through outstanding governance for a successful Klang community.
Goal	Joint fusion power.

Table 2.3.2: Vision, Mission and Motion

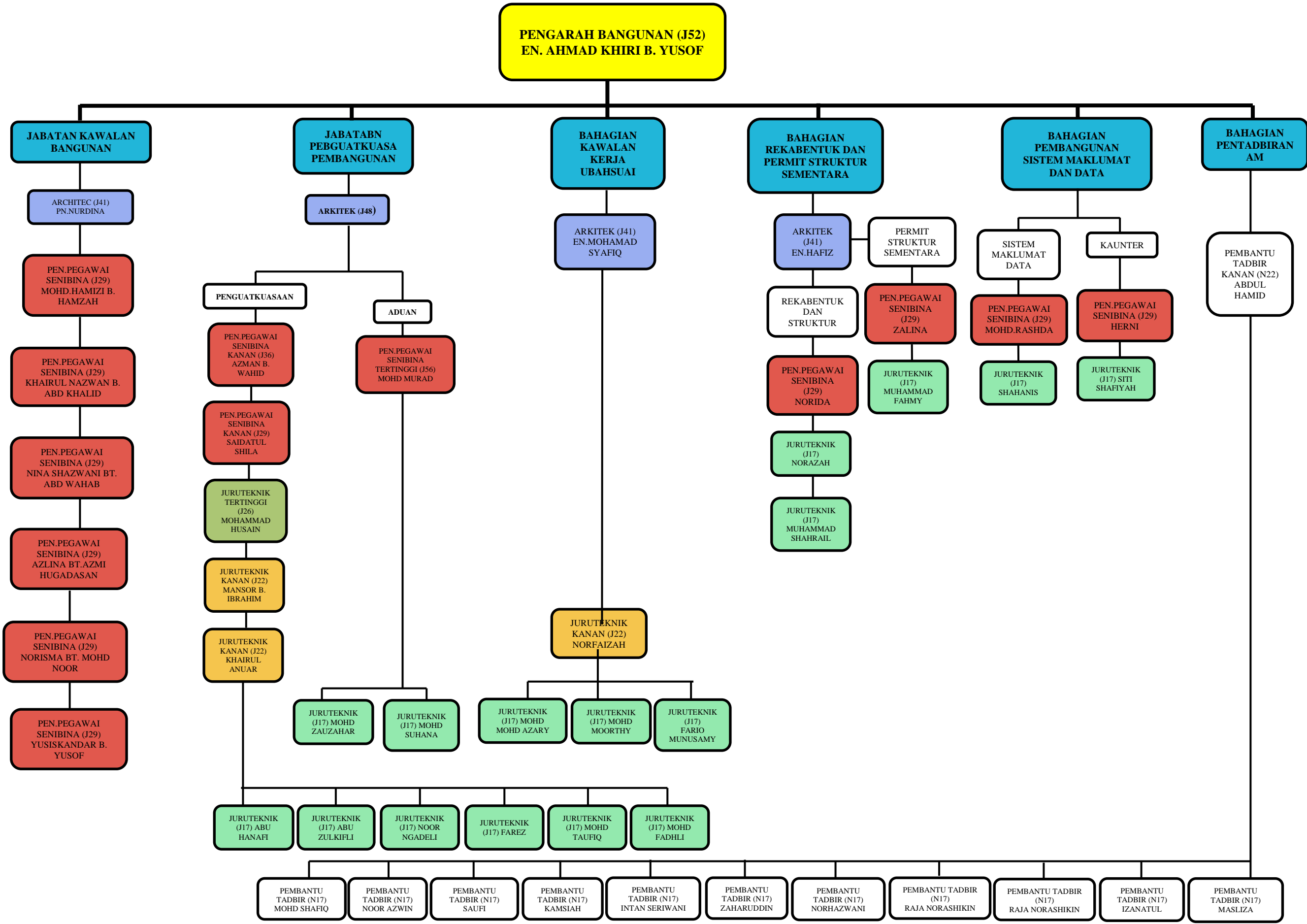
Objective	1) To enhance the capability and capacity of the organization to improve the efficiency of service delivery.
	2) To strengthening governance and organizational culture values towards organizational excellence
	3) To expansion and upgrading of infrastructure and public facilities to create a more comfortable living environment, balanced and safe.
	4) To strengthen the planning and control of urban development in order to realize sustainable development.

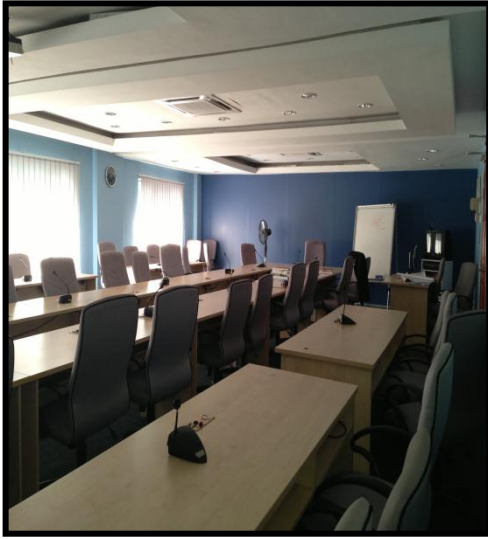
Table 2.3.3: Objective of Majlis Perbandaran Klang.

2.4 CHART ORGANIZATITION OF MAJLIS PERBANDARAN KLANG (MPK)

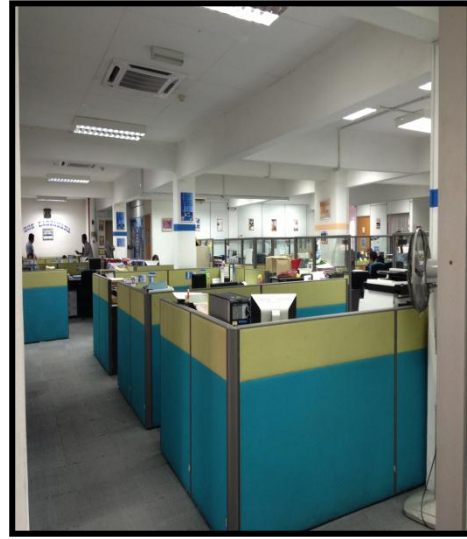


2.5 CHART ORGANIZATION OF BUILDING DEPARTMENT IN MAJLIS PERBANDARAN KLANG



2.6 BUILDING DEPARTMENT

2.6.1: Meeting Room



2.6.2: Area of Building department

Practical training students Klang Council, building surveying department will be based in the building department. This practical training begins 10/6/2013 and ends on 28/9/2013. Head of the department building is En. Ahmad Khairi b. Md Yusof.

The Department will manage every process of building approval. All new proposals will be referred to the department. Each technician will conduct pre-approval inspections confirmed. As students practice, they will help each employee who needs help while the students gain experience and knowledge from experienced workers in the field.

The Building Department is among the department has its own function in the Council, as the responsible governing the construction of buildings up to the approval of 'Certificate of Completion and Compliance' by the project consultant. In addition, the department is also responsible to ensure that building to be constructed based on permission, approving permits Temporary Building License and provides design plans for the building projects undertaken by the Council.

Department, indirectly, generate income to the Council from the proceeds of the payment collection process will give to Council of Klang municipal services to citizens.

Building Department operates from the office of the Council on Jalan Raya Barat with technical and support staff strength of more than 60 people.

2.6.1 OBJECTIVES OF BUILDING DEPARTMENT

The objective of each department in Majlis Perbandaran Klang is different. The objective for building department is:-

- 1) To ensure that all types of new construction or modifications of existing buildings carried out in accordance with the laws, rules and related policies.
- 2) Enforce against the new buildings and modifications built without any written permission from the Council as provided for in the Street, Drainage and Building Act 1974 (Act 133).
- 3) Improve the quality of work by the use of information technology in the management and processing of applications and administration departments plan.
- 4) Deliver quality services to clients across the board, with improvements continuing work procedures.

2.6.2 THE MAIN PART OF BUILDING DEPARTMENT

The Building Department is divided into 6 main sections: -

- 1) Development Control.
- 2) Section of Control Renovation.
- 3) Development Enforcement.
- 4) Design and Permit Division Temporary Structures.
- 5) Data and Information System Development.
- 6) General Administration

2.6.3 FUNCTION PART OF BUILDING DEPARTMENT

1) Development Control

- Processing applications for a building plan for a new application process acceptance form F for CCC and the issuance of Certificate of Fitness (CF).
- Provide technical review for approval of planning permission.
- Make periodic site visits after the building plans approved (CCC).
- Take a tour of more than 5 storey building over 10 years old.
- Monitor and coordinate records of abandoned projects in the Council area.

2) Section of Control Renovation.

- Processing applications for a renovation plan either through consultants or through the book equivalent plan.
- Issuing the Certificate of Completion for the building of renovation.
- Make periodic site visits after renovation plans approved.
- Review and coordinate support department for the issuing of licenses.

3) Development Enforcement.

- Carry out monitoring visits by the regular enforcement.
- Issuing Notices for offenses under the building works of the Street, Drainage and Building (Act133)
- Issue compounds for offenses related development controls as required under the By-Laws Compound.
- Paper provides an investigation for prosecution in court.
- Conduct integrated enforcement operations.
- Investigate and take action on public complaints about construction and structure without permission.

4) Design and Permit Division Temporary Structures.

- Disclose the proposed architectural design of public facilities in the area.
- Coordinate meetings with the department in the proposed design.
- Manage the preparation of tender and contract documents for projects of the Council.
- Coordinate and manage the construction work progressed.
- Make periodic visits and maintenance of Council buildings.
- Processing applications for temporary buildings, structures Advertisement board (billboard) and telecommunications structure.

- Processing work permit applications as small as installing a tents permit.

5) Data and Information System Development.

- Monitoring, updating and maintaining information systems department.
- Provide records and data pertaining Department.
- Record data and to update the Council GIS system.
- Carry out a scan plan, document and record the information systems department.
- Coordinate public information department to be distributed to the public via the web and other channels.
- ISO program management.
- Department of 5S Quality Award program,
- Program Management Research and Development (R & D).
- Coordinating and managing the customer at the counter, including setting appointments for technical discussions.

6) General Administration.

- Monitoring, updating and maintaining information systems department.
- Provide records and data pertaining department.
- Record data and to update the Council system.
- Carry out a scan plan, document and record the information systems department.
- Coordinate public information department to be distributed to the public by the web and other channels.
- ISO (International Organization for standardization) program management.
- As the Department's Quality Award Program 5S, APPC and star rating.
- Program Management Research and Development (R & D).
- Coordinating and managing the customer at the counter, including setting appointments for technical discussions.

CHAPTER 3

LITERATURE REVIEW

3.1 DEFINITION OF PROCESS PLAN APPROVAL BASED ON MAJLIS PERBANDARAN KLANG (MPK)

According to the Oxford Dictionary in 3rd edition, meaning of 'process' or series of operations usually used in the making of a constitution, manufacturing or procedure.

According to Uniform Building By Law (1984) (Amendment) state 'plan' define as a diagram shows the relative position of the part building and details of building and stated that 'approval' can be defined as actions approved something.

From the combination of those of word, 'process plan approval' is an approval from a specific local authority or One Stop Centre allowing a proposed development project (with certain assessed environmental or social impacts) like a building to proceed.

Hence, based on the building department act 1984 under section 70, be deposited at the offices of the Local Authorities together with the fees prescribed for the submission of such plan in accordance with the first Schedule to these By-Laws.

Besides that, bear upon them a statement showing for what purpose the building for which the plan are submitted is to be erected and used.

Furthermore, the certification of the qualified person on these plan together with Form A as set out in the Second Schedule to these By-Laws for which they respectively responsible and have attached there to stamped copy of the relevant site plan approval by the competent planning authorities and certified within twelve calendar month preceding the date on which the building plan are deposited unless exempted under any relating By-Laws.

Person who want to build any building they must come up with the building plan and follow the condition based on uniform building by law 1984 (UBBL). Building plan

approval is based on the approval of infrastructure plan for any building. For proceed to plan approval there have to follow step by step of condition to build that building.

**3.2 BASIC REQUIREMENTS FOR SUBMISSION OF PLAN APPROVAL
BASED ON MAJLIS PERBANDARAN KLANG (MPK)**

The basic requirement that needed at Majlis Perbandaran Klang when want submitted the plan approval is:-

- Plans submitted shall have certified by a qualified person (Ar, / Ir. / Registered draftsman).
- Owner's signature and Ir / Ar / draftsman in each sheet plan print with your name, address, no. k / p and the owner's name, address, no. professional registration.
- Contain a site plan / source / location / all relevant plans and general details floor plan / sight / roof / sections.
- Coloured building plan (set of building plan according to specific of Local Authority

3.3 DOCUMENTS REQUIRED

The document that required during apply the approval plan is:-

- Letter of Application Consultant.
- 1 Copy of Certificate of Registration Renewal.
- Form A (complete & typed).
- Application Form (complete).
- 1 Copy of Ownership / S & P / Document Land / Joint PBN.
- 1 Copy of Current Assessment
 - Traffic Impact Assesmant
 - Environment Traffic Impact Assesmant and others
- 1 Copy of Land Tax Update
- Photo Sites (4 view)
- A copy of the plan

Form Fee Payment Rate by Type of Building Plans

- Subdivision approval (Documentation related)
 - I. Technical Department of External Review*
 - a. Fire
 - b. SYABAS
 - c. TELEKOM
 - d. Environmental Department
 - e. Environmental Service Department
 - f. Department of Public Work
 - g. TNB

II. Technical Department of Internal Review

- a. Building Department
- b. Planning Department
- c. Engineering of Infrastructure
- d. Park and recreation
- e. Assessable tax
- f. Health Department

III. Building Department

- a. Plan fee
- b. Drainage Contribution
- c. Temporary Building
- d. Hoarding
- e. Local Materials
- f. Special Approval
- g. Form Progress

3.4 INTRODUCTION OF PROCESS OF PLAN APPROVAL IN MAJLIS PERBANDARAN KLANG

Majlis Perbandaran Klang in building department was guides throughout the area under the protection of the initial application until the completion of construction. The area has been divided and classified as North and South Klang. North Klang area of Kapar, Meru and Bukit Raja.

In South Klang there have a few part, theres are Bukit Tinggi, Teluk Panglima Garang, Andalas and Pandamaran, the whole part is under the Majlis Perbandaran Klang. Any department in the Majlis Perbandaran Klang is responsible for ensuring the whole area is under the accordance with the rules laid down by the Majlis. It also included the plan approval process. Plan approval process varies based on the type of building which is under the responsibility of the building

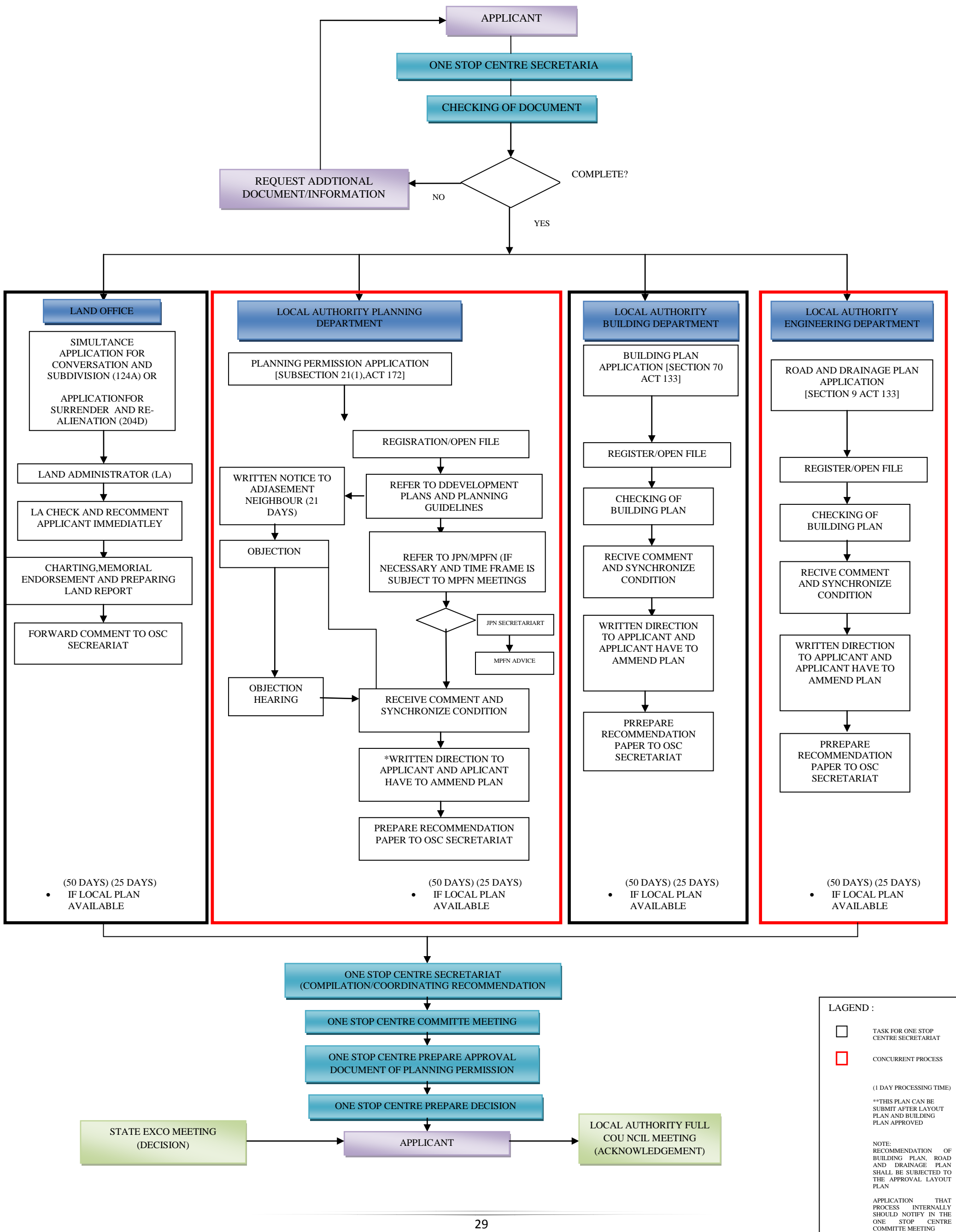
Building department is important for the first process of plan approval and also certificates the completion and compliance (CCC).

There is the process of plan approval that used in Majlis Perbandaran Klang as:

1. The applicant will make application for approval of the municipal council on the proposed construction of a building project whether a houses, Factory, Offices, shops or additions.
2. Plan proposal will be referred to the OSC (One Stop Centre), Landscape and also Estate Management department.
3. Applicants must register with the local authorities where the application file number and checklists will be provided to the applicant.
4. The applicant will be submitting the application together with the documents on the checklist provided by the Local Authorities.
5. Applications are reviewed by the One Stop Centre (OSC) will be forwarded to the appropriate department to make recommendations.

6. Incomplete information as required will be returned to the applicant to improve or provide additional documents.
7. Each department will be given a period of time in accordance with the charter to ensure the rules are followed.
8. All information will be reviewed by each department according to their scope of work.
9. After each department to check and approval, each department needs to submit more documents to the One Stop Centre (OSC).
10. The One Stop Centre (OSC), will make a special pre-meeting to discuss the action to be taken for a proposed project.
11. All decisions made during the meeting or the information contained in the meeting will be recorded by the One Stop Centre (OSC) and will be provided to the building department.
12. If the application is approved and meets the conditions prescribed, the approval will be issued by the building department and given to the applicant.

3.5 FLOWCHART OF CONCURRENT APPLICATION FOR PROPOSAL DEVELOPMENT WITHIN 4 MONTH



3.6 THE ROLE OF THE ONE STOP CENTRE (OSC)

- 1) All applications for building plan approval will be referred to the One Stop Centre (OSC) or Local Authorities. For approval of building plans and technical agencies, external number it is different between local authorities in view of the conditions imposed on the approval of the plan will be charged upon approval of the Certificate of Fitness for Occupation (OSC). In these cases are not so technical, agencies should be consulted in the process of building plan. However, all local authorities must be consistent in the number of technical agencies should be referred to this process.

- 2) Applicants who wish to apply for approval of Plan Building to register application with Local Authorities where will be given a file number and a check list B as shown in the process guidelines Development approval will be given to applicant.

- 3) Applicants will then submit to the One Stop Centre (OSC) application together with the relevant documents based on the checklist issued by Local Authorities.

- 4) One Stop Centre (OSC) or Local Authorities will review and advise the applicant if there is an application that is not complete. The revised application will be submitted to the Building Department.

- 5) One Stop Centre (OSC) or local authorities will monitor the period of each the charter or guidelines to ensure that regulations are observed the procedure.

- 6) If there have a problem that could conceivably be resolved, the One Stop Centre (OSC) or Local Authorities or the others do not give a certificate within the prescribed time Local Authorities will ensure that the meeting will be chaired by the YDP. If the meeting is still not able to solve, it will be referred to the One Stop Centre (OSC). If the application can be completed at this meeting, the application will be submitted to the local authorities officially.

- 7) If there is a problem beyond the power of thoughtful One Stop Centre (OSC) or Local Authorities will refer to the State for further action.

FIGURE 3.7: FLOW CHART FOR PROCESS OF PLAN APPROVAL

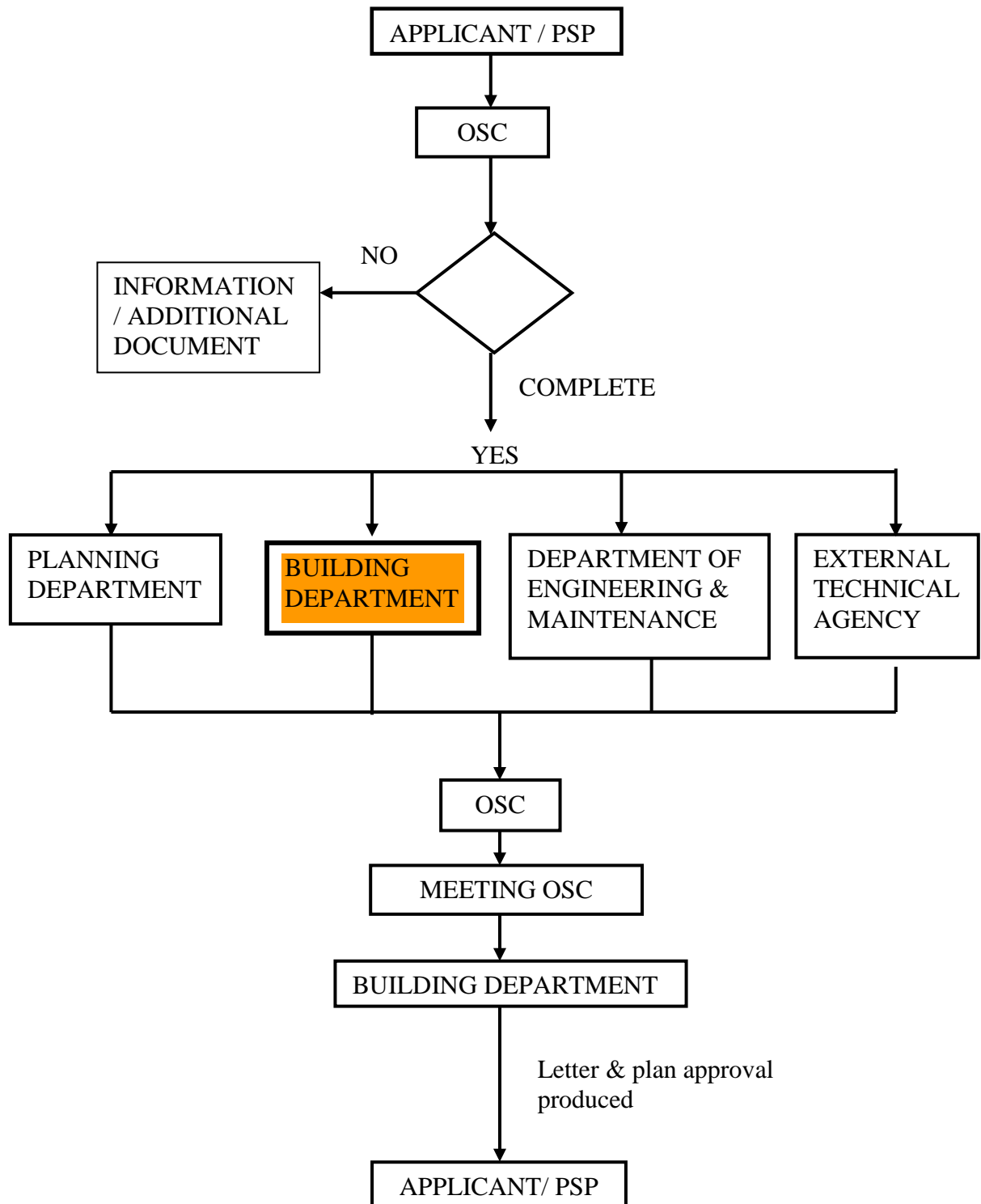
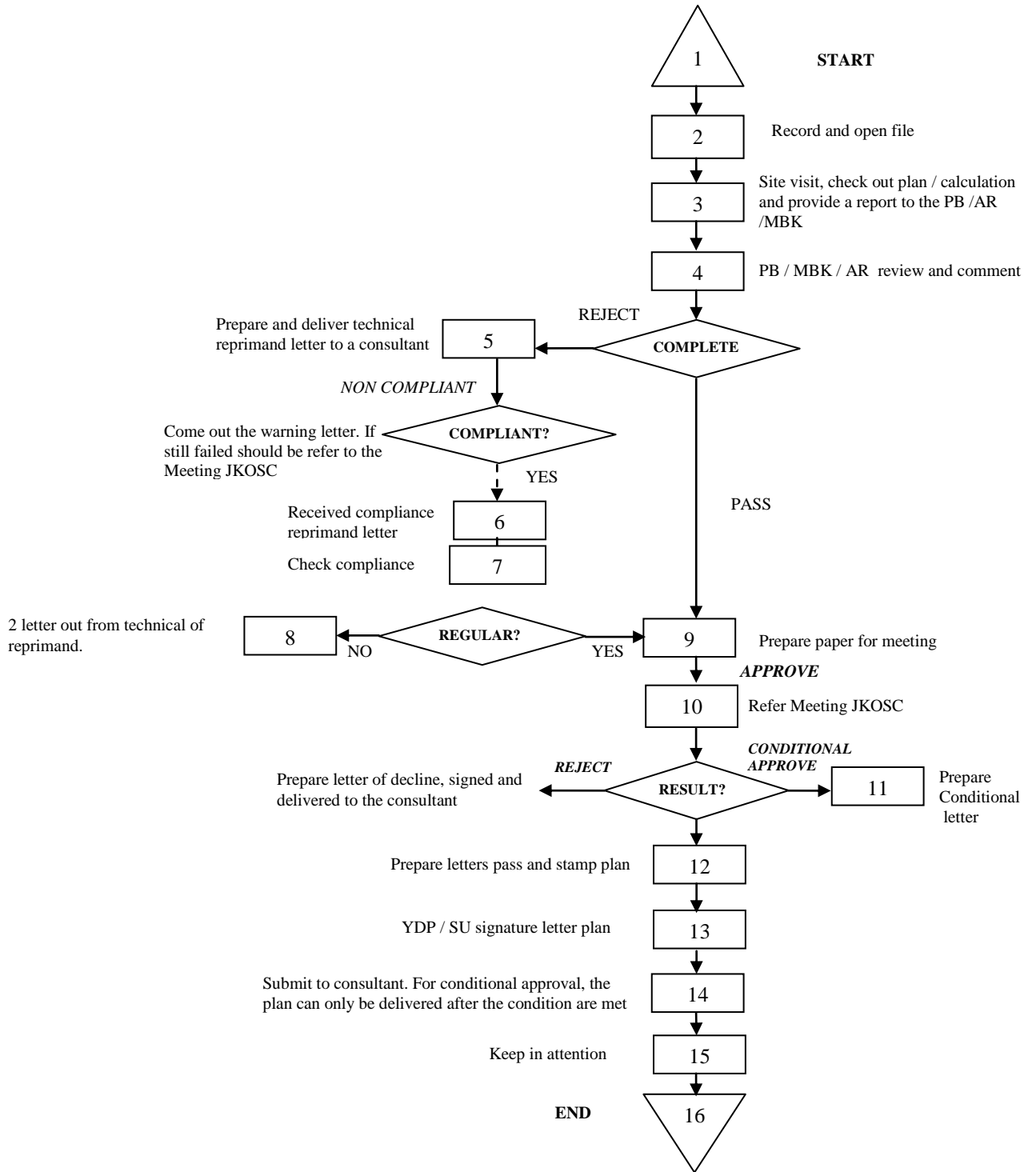


FIGURE 3.8: FLOW CHART OF PROCESSING A NEW BUILDING PLAN APPROVAL APPLICATION AND BUILDING PLAN AMENDMENT



**3.9 PROCESSING A NEW BUILDING PLAN APPROVAL APPLICATION
AND BUILDING PLAN AMENDMENT**

Stages	Process
1.	<ul style="list-style-type: none"> • Applicant shall submit the application and also Form A to One Stop Centre (OSC) • Keep documents and plans received complete based on: - <ul style="list-style-type: none"> I. Submission of Plan Checklist Form (including revise the plan processing fee / charge and letters refer / support of the Technical Department) II. Checklist Form Approval Requirements (Technical) concerned. (if not in the original file)
2.	<ul style="list-style-type: none"> • Building department will receive a file from the OSC. • Technical Assistant will process the file within a week to 2 weeks.
3.	<ul style="list-style-type: none"> • Remove the bill payment process plan (same rate as the original fee was imposed before) • Payment plan process is explained. • Stamp and signature on the form. Applications will be rejected if incomplete. • Enter into the original file and record application to register / Building Module System. • Letter of receipt of the application to the applicant Internal Audit Unit and the file.
4.	<ul style="list-style-type: none"> • Any amendment / reviews, the application is recommended for

	consideration by the Head of Department. (If there are changes, the application will be returned to the Qualified Persons to be amended).
5.	<ul style="list-style-type: none"> If the application having a problem / failed, the application file will be returned to the consultant conjunction with reprimand letter.
6.	<ul style="list-style-type: none"> If the applicant is found not to comply with the conditions laid down or reprimand, a warning letter will be issued and if fail to follow the warnings issued by the module will refer to the joint meeting of the OSC.
7.	<ul style="list-style-type: none"> If the applicant is found to comply with the reprimand, the application is still in observation and will be given a letter of reprimand for the second time before application in process.
8.	<ul style="list-style-type: none"> Double check for compliance review.
9.	<ul style="list-style-type: none"> The application without problems in the process will be brought to the meeting.
10.	<ul style="list-style-type: none"> If the application passed during the meeting, the application will be referred back to committee meetings with One Stop Centre (Joint Review)
11.	<ul style="list-style-type: none"> If the application is passed during a meeting with the OSC, approval will be given along with the condition.
12.	<ul style="list-style-type: none"> The application has passed the requirements, will be provided a letter passed and stamped plans.
13.	<ul style="list-style-type: none"> The application has been stamped on the plan will be given to the

	Members of the Council will sign the letter and plans.
14.	<ul style="list-style-type: none">• A signed letter will be submitted to the consultant. For conditional approval, the plan can only be delivered after the conditions are met

Complete Application/Conditional application :

- 5) Check with your Administrative Assistant provide a letter if they pass and stamp plan

Rejected :

Check with the Assistant Administrator for review files / plan that was rejected so that reminders can be.

Application Uncompleted:

- 1) Received file from assistant.
- 2) Check Site Visit :
 - i) Project Information Form
 - ii) Pictures / on-site soil conditions
 - iii) It has been done / not reporting
 - iv) Report
- 3) Check the technical requirements based on technical checklist. Review the plan of arrangement, RC, hoardings, advertisements and other charges are correct and verified. If payment is not enough to demand more.

Assistant of Administrative Officer

Assistant of Administrative Officer

Assistant of Administrative Officer

ACT 133, UBBL 1984, POLICY OF COUNCIL

<p>4) Prepare all the reviews and see the files on administrative assistants to provide a letter of correction plan.</p> <p>5) Check the requirements that have been typed, if no errors refer back to the assistant administrator for correction, if not refer to the Director of Building to be signed.</p> <p>6) If signed, be sure to submit administrative assistant to the consultant in accordance with the time specified and recorded.</p> <p>7) Monitor files that were submitted to the consultant in order to follow the time set by the ISO. If no warning should be given.</p> <p>8) Upon receipt of the plan of the Administrative Assistant / Consultant for review.</p> <p>9) Check the technical requirements as listed in the technical checklist.</p> <p>10) If the requirements have not been complied with the plans returned to</p>	<p>Senior Administrative Assistant / Director of building</p> <p>Assistant of Administrative Officer</p> <p>Assistant of Administrative Officer</p> <p>Assistant of Administrative Officer</p> <p>Assistant of Administrative Officer</p> <p>Senior Administrative Assistant / Director of building</p>	
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<p>the consultant to be corrected.</p> <p>11) If the plans are in order and certified a report to Director of Building shall be made for consideration to the Director of Building Committee Meeting OSC. Monitor file for must be approved in 14 days from the date of confirmed order.</p>	<p>Assistant of Administrative Officer</p>	
<p>Complete Application :</p> <p>12) Check with your Administrative Assistant provide a letter if they pass and stamp plan.</p>	<p>Assistant of Administrative Officer</p>	
<p>Rejected Application :</p> <p>13) Check with Administrative Assistant</p> <p>14) To check the file / plan was rejected so that reminders can be.</p>		

Table 3.9.1: Application of Building Plan Approval

3.9.2 ADMINISTRATIVE REGULATIONS

- 1) 80% of applications for building plan (as amended), a decision is made within 3 months from the date of receipt of application.
- 2) 70% technical reprimand to the building plans (amendment) be issued within 14 days from the date the application is received files from the Local Review Centre.

3.10 CHECKLIST

This schedule show the process of Building Plan Approval :-

PROCEEDING	NOTE
1) Received application from OSC.	
2) Visit the site, check out plan / calculation and prepare a report to the PB / AR / MBK.	-
3) If not full out warning letters. If still failed should be refer to the meeting JKOSC for less.	-
4) If complete prepare papers refer JKOSC meeting.	-
5) If passed the letters provide pass / conditional pass. If you do not provide push mail to consultants.	-

Table 3.10.1.: Process of building plan approval checklist.

3.11 PROCESS OF CERTIFICATE OF COMPLETION AND COMPLIANCE

After the project is finished, the certificate completion and compliance will be produced. It is as a sign that the building is finished and safe to stay. This certificate will be produced by Majlis Perbandaran Klang or Local Authority. This certificate is produced after the criteria and final inspection are done and followed. The process of certificate of completion and compliance (CCC) are shown below.

1. After the approval of the building plans and the infrastructure has been approved by each department and the approval has been issued by the building department, Form B will be issued to begin the erection of buildings.
2. During the construction process, the certificate will be issued in stages, from form G1 to G21. This process is intended to ensure that the construction either follow the prescribed conditions and in accordance with the plan.
 - G1 (earthworks)
 - G2 (polarization sign)
 - G3 (basic site)
 - G4 (structure)
 - G5 (internal piping)
 - G6 (sanitary plumbing)
 - G7 (internal electrical piping)
 - G8 (opposed to burnt - passive)
 - G9 (against fire - active)
 - G10 (mechanical ventilation)
 - G11 (lift installation / Escalator)
 - G12 (building)

- G13 (external water supply system)
 - G14 (reticulated sewerage)
 - G15 (sewage treatment plant)
 - G16 (external power supply system)
 - G17 (roads and drainage)
 - G18 (street lighting)
 - G19 (external main drain)
 - G20 (telecommunications)
 - G21 (landscape)
3. G1 and G21 form completed will receive confirmation signed by the PSP and will be sent to local authorities.
 4. Architects Malaysia will issue a form F as CCC certificate as confirmation of whether the building is safe for occupation.
 5. Certificate of completion and compliance or CCC will be given to the applicant or owner of the building.

CHAPTER 4

CASE STUDY

4.1 INTRODUCTION OF PROJECT

In early January 2011, the building department Majlis Perbandaran Klang has received an application from Harum Intisari Sdn.Bhd regarding the proposed housing Semi-Detached on Lot 122 and Lot 72084, Bandar Botanik, Klang Bandar Diraja, Klang, Selangor Darul Ehsan to Puan Azlina bt. Azmi. At the origin of this area is an agricultural area of rubber plantation area measuring 19,248 hectares. Developer for the project is Harum Intisari Sdn.Bhd. Where the office is located at No 1, Jalan Kasuarina7/KS 7, Bandar Botanik, 41200 Kalng, Selangor Darul Ehsan.

Each applicant who comes in Klang Council must fill the checklist and submission of the application form checklist requirements for approval plans to apply for approval of building plans. In the form or document contains the general conditions and sanitation installations.

4.2 PROFILE OF BUILDING (SEMI-DETACHED)

The title of proposal that Majlis Perbandaran Klang receive is 'Proposal residential building containing 36 units of 3 storey terrace type 'A' and 'AC'. Which is type A including 196 unit of 3 storey terrace and 40 units of 3 storey terrace type 'AC' on the Plot of NO PT. 87606-87653 Jalan Penaga 2, NO PT. 87654-87701 Jalan Penaga 4, NO PT. 87702-87749 Jalan Penaga 6, No PT. 87750-87797 Jalan Penaga 8, No PT. 87798-87841 Jalan Penaga 10 and 2 unit of cable erlectrik TNB located at Lot NO.PT 90549, Jalan Penaga 2 and PT. 90550, Jalan Penaga 10.

These projects are located at Lot 122 and Lot 72084, Bandar Botanik, Klang Bandar Diraja, Selangor Darul Ehsan. The owner of this project or the developer of this project is Harum Intisari Sdn. Bhd. Where the office is located No 1, Jalan Kasuarina7/KS 7, Bandar Botanik, 41200 Kalng, Selangor Darul Ehsan. Harum Intisari Sdn. Bhd is a popular company in Daerah Klang where people can cooperate with them to any project of development of building. This company also always repose the idea into the Majlis Perbandaran Klang.






Figure 4.2.1: location of Mukim Klang




The type of building for this project is:-




TYPE	TERRACE A	TERRACE AC
No. Unit	196	40
Total floor area per unit (kp)	6.096m x 22.660m	6.096m x 22.660m
Total 1 st Floor area per unit (kp)	6.096m x 22.660m	6.096m x 22.660m
Total 2 nd Floor area per unit (kp)	6.096m x 22.660m	6.096m x 22.660m
No. room building per unit	15 each rooms per unit	15 each rooms per unit
No. of level of the building per unit	3 Storey	3 Storey
Building height unit (m)	12.134m	12.134m
Land area (sq)	138.135m ²	138.135m ²
Total bedrooms (each unit)	5 each per unit	5 each per unit



Table 4.2.1: Type and Area of this Project


4.3 VIEW OF THE HOUSING SCHEME

NO	FIGURE	DESCRIPTION
1.	 <p>A photograph showing the entrance to a housing scheme. It features a paved road leading to a gate, with a yellow signpost on the left and modern houses in the background. A timestamp '10/04/2013 11:34 AM' is visible in the bottom right corner of the image.</p>	<ul style="list-style-type: none"> • Entrance of Jalan kenanga
2.	 <p>A photograph showing the front view of a modern, multi-story housing scheme. The building has a white facade and a covered entrance area. A person is visible near the entrance. A timestamp '10/04/2013 11:12 AM' is visible in the bottom right corner of the image.</p>	<ul style="list-style-type: none"> • Front view of the housing scheme
3.	 <p>A photograph showing the rear elevation of a row of modern, multi-story houses. The building has a white facade and a balcony. A timestamp '10/04/2013 11:23 AM' is visible in the bottom right corner of the image.</p>	<ul style="list-style-type: none"> • This is the picture of rear elevation of the house.

NO	PICTURE	DESCRIPTION
4.		<ul style="list-style-type: none"> • This is the picture of the right elevation of the house. It is also the corner lot of Semi-Detached house. • This building height are complies with Council of Klang with the standard setting is 2750mm
5.		<ul style="list-style-type: none"> • Individual meter pipe that complies with the Council
6.		<ul style="list-style-type: none"> • Sewage treatment centre of the manhole as in the picture that was in line with plans submitted and in accordance with guidelines approved buildings such as Planning Permission

NO.	PICTURE	DESCRIPTION
7.		<p style="text-align: center;">REFUSE CHAMBER</p> <ul style="list-style-type: none"> • Refuse chamber assembly according to standard setting of the Council of floor finishes and wall tiles • Not excluded from the boundaries of the lot
8.		<p style="text-align: center;">DOOR AND WINDOW</p> <ul style="list-style-type: none"> • Measure doors and windows according to standard setting
9.		<p style="text-align: center;">WET AND DRY KITCHEN</p> <ul style="list-style-type: none"> • This is the picture of the kitchen where it is located at back side of the house and near with third bedroom and toilet.

NO	PICTURE	DESCRIPTION
10.		<p style="text-align: center;">TOILET</p> <ul style="list-style-type: none">• This is the picture of bathroom. Each house has 2 bathrooms. The first bathroom is in master bedroom and the other one is near with kitchen.• proper sanitary installations• Such as the installation of grease traps and steel gully trap• floor or wall finish of the bathroom tiles
11.		<p style="text-align: center;">BEDROOM</p> <ul style="list-style-type: none">• This is the picture of the bedroom. Each house has 4 bedroom where it is master bedroom, second bedroom and on other 2 bedrooms on the second floor.• Each bedroom

NO	PICTURE	DESCRIPTION
12.		<p style="text-align: center;">STAIRCASE</p> <ul style="list-style-type: none">• Staircase of this building are compatible with standard setting Klang Council include:<ul style="list-style-type: none">- Riser: maximum 180mm- Tread: minumum 255mm- Minimum width of 1200mm and width of the ladder platform ladder by ladder width- Flight: 16 Steps- Handrail height between 1000mm and 100mm requirement of distance from the wall- Sufficient lighting to stairwell 5% of the area of enclosure



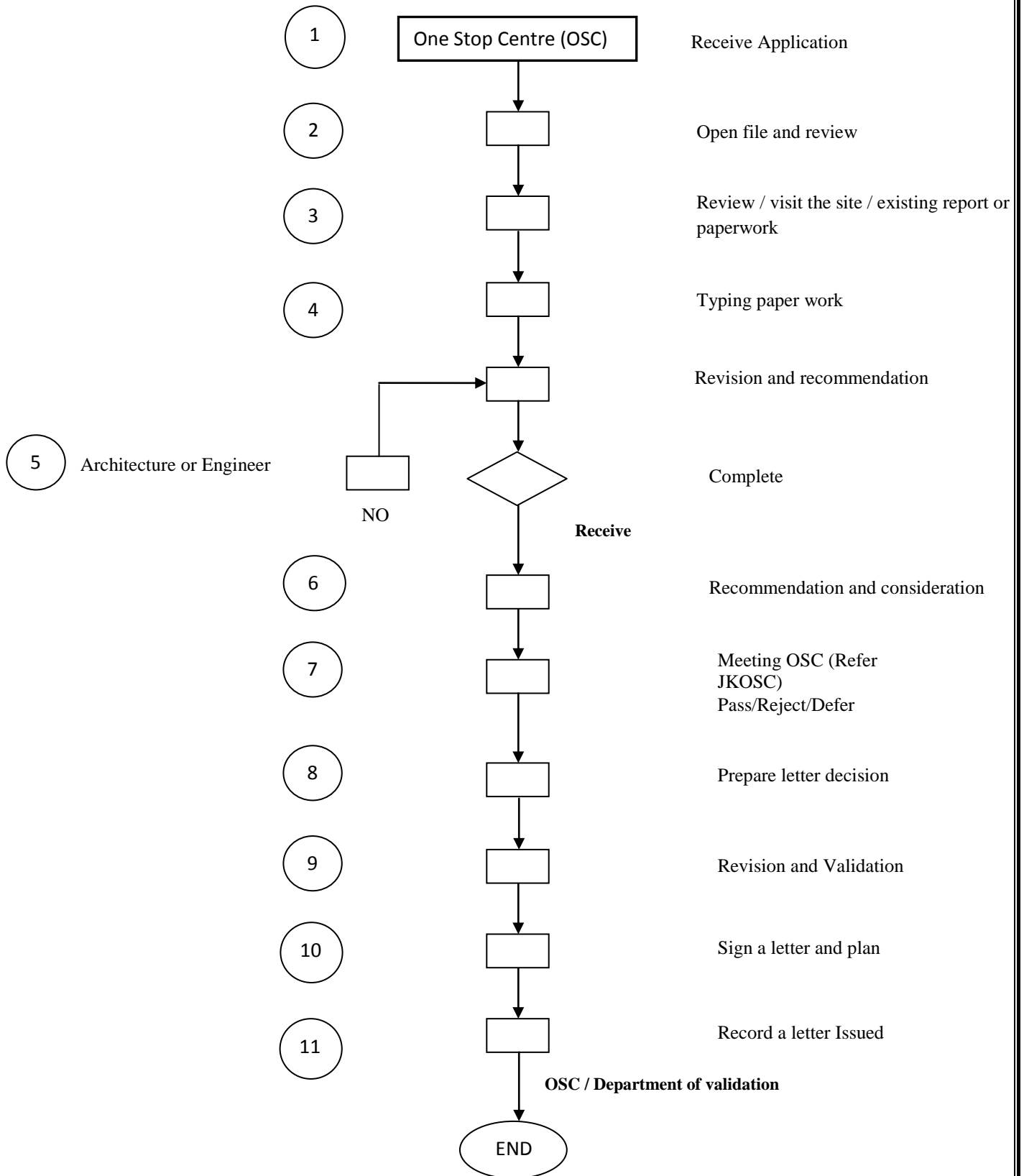
NO	PICTURE	DESCRIPTION
14.		<p style="text-align: center;">REAR PATH</p> <ul style="list-style-type: none">• This is the picture of the road behind of the housing scheme. Between the house and the road, there is have the drainage
15.		<p style="text-align: center;">TNB</p> <ul style="list-style-type: none">• Wide an area of TNB comply with the measure in the plan. It is also in accordance with standards

FIGURE 4.4: FLOW CHART OF BUILDING PLAN APPROVAL FOR HOUSING SCHEME



4.5 PROCESS OF BUILDING PLAN APPROVAL

The process of building plan approval has a different based on the type of building like commercial, residential, addition of part of building and others. The project of 'residential building containing 36 units of 3 storey terrace type 'A' and 'AC'. Which is type 'A' including 196 unit of 3 storey terrace and 40 units of 3 storey terrace type 'AC' on the Plot of NO PT. 87606-87653 Jalan Penaga 2, NO PT. 87654-87701 Jalan Penaga 4, NO PT. 87702-87749 Jalan Penaga 6, No PT. 87750-87797 Jalan Penaga 8, No PT. 87798-87841 Jalan Penaga 10' is categorised as a housing scheme. Person who in charge at the project of housing scheme need follow the flow chart building plan approval for housing scheme where it is (refer figure 4.4):-

1. A One Stop Center to receive applications from applicants and provide the documents to the administrative assistant in the department of buildings.
2. Administrative assistant will receive complete documentation of a One Stop Center. In a few weeks, they will open the file and record application to the registrar. After that, the pictures presented to the technician.
3. Assistant Technician zone area or receive files from administrative assistants and visiting the site, and will provide site investigation reports, research and verification checklist and conditions of draft plan approval Meeting paper for consideration by the Central Committee (OSC) within 7 days(working days).
4. Result or any information from technician will be typing by administrative assistant as a paper draft order in 7 days.
5. Senior Technical Assistant in 7 days (working days) will be reviewed and approved for consideration by the OSC Committee meeting. If there are changes, the application will be returned to the person entitled to be reviewed. Certificate to Engineer.Engineers (2

days) to review and recommend applications for consideration by the meeting. OSC committee meeting will decide whether the result is pass / reject / defer.

6. Administrative Assistant (7days,working days) will send a letter to the applicant within 24 hours of the meeting notes to inform the applicant of the status decision whether pass / reject / defer and ask applicants to take a decision on the application within 7 days (working days) from the date of sms. Provide administrative assistant also according to plan and the decision letter stamps. After that, paste paper draws on paper meeting minutes minutes.
7. Based on the meeting results, or administrative assistant research engineer, confirmed the meeting minutes of typing interesting decision letter to the applicant
8. Director of building (PB) will signature letter, plans in 4 sets as well as the minutes paper in 7 days (working days).
9. Issued an administrative assistant and a decision letter issued to a qualified person / applicant and record the results in the register and Building Module System.

Everything the form that used during the process of plan approval are shown at the appendix.

4.6 ISSUES IN PLAN APPROVAL PROCESS

Issue of process of housing scheme in plan approval is an aspect be observed by technicians in the process of building plan approval process certificate or eligible occupations. This proposal as to ensure that all applied for by applicant followed the conditions for performed the building perfect and safe.

Refer stage flowchart	Issue
<p style="text-align: center;">1</p> <p>Receive application</p>	<p>1. January 2011</p> <p>Majlis Perbandaran Klang receives an application for approval of building plans from Harum Intisari Sdn Bhd. The applicant propose the idea of project at the Majlis Perbandaran Klang. The first step, they should go to the one stop center (OSC) before the application is given to the department at this council by OSC.</p>
<p style="text-align: center;">3</p> <p>Technical assistant visited the site, providing site investigation report, review and verification checklist.</p>	<p>1. March 2011</p> <p>Technichian Assistant make site inspections in accordance with the plan provided by the applicant as a plan, floor plan and view the site. Technician Assistant will check whether the plan complies with the conditions prescribed or not.</p> <ul style="list-style-type: none"> • Finding sites are empty lot.
<p style="text-align: center;">7</p> <p>OSC committee meeting will decide whether the result is pass / reject / defer</p>	<p>1. September 2011</p> <p>Council has no objection to support the application. Developers must comply with the conditions for issuance of the certificate of qualification.</p> <p>1. September 2011</p> <p>Applications will be suspended in the meeting dated 23/09/2011</p>

	<p>OSC. This application will be delayed depending on the Planning Department to approve the road and drainage plans. After obtaining the approval process will continue as normal.</p>
<p style="text-align: center;">8</p> <p>Administrative assistant tell the applicant the status decisions whether pass / reject / defer and ask the applicant to take the results of the application</p>	<p>MPK / BGN (P) 600-4/1/131 (2011)</p> <ol style="list-style-type: none"> 1. Date application received on 21/10/2011. This paper discusses the study and meeting after meeting agreed to defer the application of this study to road and drainage plans approved. 2. Application is deferred until the road and drainage plans approved. Meeting was also informed that compliance notification letter issued to the applicant on 30.10.2011 but till date no response is received. 3. The meeting was informed by the head of the building department consultant and has complied with the conditions of approval of the road and drainage plan policy. The department is currently in the process of issuing an approval letter. This paper was discussed at the meeting, after the meeting of the study and agreed to support the application for the proposed development of 236 units of 3Storey link houses.

	<p>1. December 2011</p> <p>Form B, notice or construction work begins. After the expiry of 7 days (working days) from the date the notice is received, the architects plan to start or resume building. But the Technician visited the site does not have construction work done. The Council provides for 365 hours for the developer started construction. If no time is specified in the start of construction work, the developers have renewed their construction license.</p>
<p>Form F</p>	<ol style="list-style-type: none"> 1. One Stop Centre will ensure Issued that was released followed by the developer. and in accordance with Council standards 2. After the Technician perform a site visit to ensure that the developer in accordance with Council standards CCC will be issued. 3. Developer in accordance with Council standard setting without any problems

Chapter 5

Problem and recommendation

5.1 Introduction

Klang Council is the local authority that functions as a key department to approve any application for the erection of the building or construction whether residential, commercial or industrial. Council will carry out inspection from beginning to the application for the issuance of a certificate of qualification. Each member involved in the project in the Klang Municipal Council is the department of buildings, urban planning, engineering and landscape.

Each proposed project must follow the procedures set by local authorities according to the type of building. For housing scheme project in the Klang area, there are many problems that result in the long-delayed construction from 2008 to 2013. Many problems that occur in the building plan approval process in which the lack of information and documents as well as additional actions taken by the parties concerned. However, the problem that occurred was completed in 2010 and the project will receive a certificate of qualification in the year. Completion and certificate of compliance can be issued by the Developer, after which Form F submitted, the council granted 14 days to monitor the construction area. if after 14 days no such comment from the council, Developer shall issue certificate of Completion and Compliance (CCC) on its own.

5.2 Problem During Process of Building Approval

Among the problems encountered when the applicant guilty of the application for the proposed development of Phase 7A1 and 7A2 Phase containing 236 units of 3 -storey row house is divided into 2 types: type A (196) and the type of AC (40) is as follows : -

- 1) Meeting defers this application until the road and drainage plans approved. The meeting was informed that compliance notification letter issued to the applicant on 30.05.2008 till now no response is received. This has been a difficulty which had to be postponed until the process Building Approval
- 2) Technical assistant was visit the site on the site but not yet starting for hire are solely for the project. The Contractor shall notify the date of construction and Technicians to take action in this case.
- 3) Applications will be suspended in the OSC meeting. This application will be delayed until the road and drainage plans approved. Developers should be aware that each application will be approved at the meeting if approved support letter.
- 4) Form B, notice or construction work begins. After the expiry of 7 days (working days) from the date the notice is received, the architects plan to start or resume building. But the Technician visited the site does not have construction work done. The Council provides for 365 hours for the developer started construction. If no time is specified in the start of construction work, the developers have renewed their construction license.

5.3 Recommendation

In the opinion of the researcher during the practical involvement, the need to examine all of the information provided by the developer with the best, to meet the charter set by each local authority. Council should also make a site inspection made by the developer. Thus, the researchers suggest that the Council should play a more effective role in efforts to develop the area operated by the Council. In addition, the Council should ensure that the technicians constantly monitor the progress of each project to ensure that no problems occur.

The council should be firm on the developer where the developer responsibility to provide complete information when submitting a proposal to the council. In addition, the developer must also ensure that all the costs involved in all aspects from start to finish applications up enough so that no delays while construction is underway. The developer must comply with the period specified in order to facilitate both sides of the deal. Developers also need to ensure that all equipment used in the construction process in good condition so that the conditions of seamless construction. Developers also need to implement security aspects that are important to every employee in the project area.

CHAPTER 6

CONCLUSION

6.1 Conclusion

Practical training is exposure to students in the field of employment. It can train each student to adapt to the working environment and provide as much experience and knowledge in the task. In addition, students can also get used to working in a team and respect the workers in the company.

After training in the industry for 4 months in Majlis Perbandaran Klang, researchers have learned a lot of employees in the event on the tasks carried out and all aspects related to the development and approval process of building plans and the conditions of eligibility certificate. Researchers also got a lot of experience in construction inspection where it includes 3 steps which are pre -construction, construction and post-construction.

Pre - construction clearing the area and leveling project to get a flat surface to prevent soil movement. Conditions Survey is an examination of the existing condition of all adjacent buildings and structures prior to the commencement of demolition, excavation, piling, and construction of new buildings or infrastructure to be built. Pre-construction condition survey shall be conducted by a Professional Building Surveyor to the existing situation for all buildings and structures including infrastructure prior to the start of excavation, piling, construction or before starting work structure.

For during construction activities will be completed pilling construction. Meanwhile, after construction is completed building inspection to ensure the safety of building occupants before issuing a certificate of qualification.

Technical Assistant makes a site visit to make sure that during construction are comply with Council Klang. For Example fixed hour work, have safety features such as having a hoarding for around the construction site. Post-Construction will detect any defects in the building that took place in the building caused by construction work.

The experience and knowledge that the researcher got through the training industry will be practiced during the real working environment.

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